

Recovery Act

Byrne/JAG Funding



Wisconsin Office of Justice Assistance
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Jim Doyle
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Criminal Justice

JAG Recovery Act: Felmers Chaney Community-Based Integration Program (2009)

Grant Announcement

**Applications must be submitted through
Egrants on or before May 19, 2010**



Important Contact Information for this Grant Opportunity:

Program/Policy: Matt Raymer (608) 261-4374 or
matt.raymer@wisconsin.gov

Budget/Fiscal: Tracy Becker (608) 267-2115 or
tracy.becker@wisconsin.gov

Egrants Assistance: Weekdays, 8am – 4:30pm
Email: OJAEgrants@wi.gov
Local calls: (608) 267-9068
Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the Egrants page of our website: www.oja.wi.gov.

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Program Area: Criminal Justice

Grant Title: JAG Recovery Act: Felmers Chaney Community-Based Integration Program (2009)

Description: Through this grant announcement, OJA is seeking proposals from local non-profit agencies for a community-based reentry program in Milwaukee. This program seeks to assist the inmates in the custody of the Department of Corrections who are scheduled to return to the Milwaukee community, and will be a collaboration between the Felmers Chaney Correctional Center and a local non-profit agency. Through this collaboration, inmates placed at Felmers Chaney would be referred to the non-profit agency to provide job placement services.

Felmers Chaney Correctional Center is located in the Sherman Park Community of Milwaukee's North Side. This grant announcement will provide one-time funding to a local non-profit agency to implement this project for a period of up to 2.5 years.

Opportunity Category: Competitive

Important Dates:

Application Due Date: May 19, 2010

Project Start Date: July 1, 2010

Project End Date: Projects should have an end date prior to December 31, 2012

Anticipated Funding Amount: One grant of up to \$350,000 will be awarded. This one-time funding will have a project period lasting up to 2.5 years.

Match/Cost Sharing Requirement: None

Eligibility: The intent of this grant is to provide one-time funding to a local non-profit agency able to provide job referral services in the Milwaukee community and work in conjunction with the WI Department of Corrections. Grant funds are available to fund case managers to assist inmates in their job search as well as in maintaining employment.

Eligible Expenses: All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties. See the OJP Financial Guide ([Part II, Chapter 3](#)) and the "OJP Recovery Act Additional Requirements" at www.ojp.usdoj.gov/recovery/solicitationrequirements.htm.

Funding may be used for personnel, fringe benefits, supplies & operating expenses, travel and training, and consultants/contractual expenses.

JAG Recovery Act: Felmers Chaney Community-Based Integration Program (2009)

On February 17, 2009, President Obama signed into law the landmark American Recovery and Reinvestment Act of 2009 (the “Recovery Act”). The stated purposes of the Recovery Act are: to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and to stabilize state and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

Edward Byrne Memorial Justice Assistance Grants (JAG) support all components of the criminal justice system, from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives. JAG funded projects may address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures.

This grant announcement provides information about a specific JAG Recovery Act grant opportunity and instructions to help those eligible apply for a share of the available funds.

Program Description

By Executive Order #251, Governor Jim Doyle accepted the report of the Commission on Reducing Racial Disparity in the Wisconsin Justice System (CRRD) and created the [Racial Disparities Oversight Commission](#). In the same Order, the Governor tasked several state agencies to implement a variety of projects designed to address the findings of the CRRD. The Racial Disparities Oversight Commission is empowered to exercise oversight and advocacy concerning programs and policies to reduce disparate treatment of people of color across the spectrum of the criminal justice system.

The Racial Disparities Oversight Commission has identified inmate reentry into the community as a priority. Effective reentry to family and community is difficult, and made more difficult when the person returning faces the daunting task of finding employment. Finding and maintaining employment is critical to reducing the tendency to recidivate.

Through this grant announcement, OJA is seeking proposals from local non-profit agencies for a community-based reentry program in Milwaukee. This program seeks to assist the inmates in the custody of the Department of Corrections who are scheduled to return to the Milwaukee community, and will be a collaboration between the Felmers Chaney Correctional Center and a local non-profit agency. Through this collaboration, inmates placed at Felmers Chaney would be referred to the non-profit agency to provide job placement services.

Felmers Chaney Correctional Center is located in the Sherman Park Community of Milwaukee’s North Side. This grant announcement will provide one-time funding to a local non-profit agency to implement this project for a period of up to 2.5 years.

Award Information

Funds are being made available through the American Recovery and Reinvestment Act of 2009. A total of \$350,000 is available for 2.5 years. Upon application approval, the project director of the recipient agency will receive paper grant award documents by mail in approximately 30 days.

Funds under this grant award will be distributed through a reimbursement of expenditures.

Submit Applications Using Egrants

Applications must be submitted through the OJA Egrants online grants management system. If you have never used OJA Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self registration' process. On the account registration site, you will have a choice between the OJA Egrants and Commerce eGrants. Please take care to select **OJA Egrants** during this process.

Once your Egrants account has been approved, you may begin your online grant application. The OJA help desk is open Monday-Friday 8am-4:30pm. If you register outside of these hours, access may not be approved until the next business day.

An Egrants System User Guide is posted on the OJA website (Egrants page). If you have any problems using Egrants, please contact our help desk at OJAgrants@wi.gov or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

Application Components

Through Egrants, you will provide OJA with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Matt Raymer at (608) 261-4374 or at Matt.Raymer@wisconsin.gov.

The following information is required in your Egrants application. (For responses to text box fields, begin by typing your responses into a word processing program to add formatting and complete a spell-check. Copy and paste the formatted content into the Egrants text box fields.)

Please note: No attachments should be included in this grant application unless specifically requested in section instructions.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what -

equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) If appropriate, add which area(s) of the state will benefit.”

Responses to this section will be used on the OJA website, cited in OJA reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes or No to each question.

3. Performance Measures

Recovery Act-funded projects, at a minimum, will be required to report on the number of:

- Jobs created by Recovery Act funds
- Jobs saved (retained) by Recovery Act funds

The Reporting Requirements section of this announcement has information about how to calculate jobs created/retained. Guidance on this topic can be found at <http://www.ojp.gov/BJA/recovery/DOJJobsReportingGuidance.pdf>.

Please note: New performance measures for JAG Recovery Act grants have been developed by the federal Bureau of Justice Assistance (BJA). Please refer to the link in the Reporting Requirements Section to view the list of potential measures you may need to report.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Please note: Grant recipients must post all Wisconsin job openings created by Recovery Act-funded state contracts in the [Job Center of Wisconsin website](#). (Per state Executive Order #278)

Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation.

Travel/Training: Any travel and/or training costs associated with the funded project. Examples: Mileage Reimbursement, Lodging, Airfare, Meals. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.485/mile
- Lodging: \$70/night
- Meals: \$8/breakfast; \$9/lunch; \$17/dinner; \$5 breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual”.)

Supplies and Other Operating Expenses: Consumables such as paper, stationary, postage, software and equipment with an acquisition cost of less than \$5,000 per unit. **EXCEPTION:** Any equipment purchased through a homeland security equipment grant (regardless acquisition cost) **MUST** be entered in the equipment category. (See Equipment above)

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Examples: Programmer, Trainer.

Note on Procurement: OJA requires any purchases/contracts to be made through the agencies’ own local procurement procedures and regulations. Check with your own officials to see whether equipment or services requested in the grant need to be put out to bid or if a sole source can be used.

5. Budget Narrative

Describe your budget expenditures in narrative form, explaining how you arrived at the amounts listed. Please be thorough and descriptive. Every line item must be explained and computations must be provided, where applicable. Describe how your budget relates to the overall program/project strategy or implementation plan.

6. Agency Profile

Briefly describe your agency in terms of population served including race and age, number of staff, and any other relevant details.

7. Problem Description

Describe the nature and scope of the problem the program will address. Local data should be used to provide evidence the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the community. Please describe any previous or current attempts to address the problem and explain why they did or did not work.

8. Goals and Objectives

Describe the program goals and explain how you will accomplish those goals. Goals are broad statements of the desired result. Objectives are specific, quantifiable statements of how you will achieve your goals.

9. Design and Implementation Strategy

Describe your project design and implementation plan in detail. Including how you will use the funds in each year. Describe any key stakeholder support and existing collaborations that

support your project. Attach any letters of support. Please indicate how many offenders you expect to serve and the target population.

10. Evaluation

Describe your plans for ongoing monitoring and evaluation of the project. In other words describe how you will know when you have achieved your goals and objectives.

11. Required Attachments

- ☐ **DUNS Number Reporting.** The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Use the form template below to report your DUNS number.
- ☐ **Register with the Central Contractor Registration (CCR) Database.** The federal government also requires that all grant recipients register with the Central Contractor Registration (CCR) database before any grant funds can be released by OJA. To register, go to <http://www.ccr.gov/>. You may also register by phone at (888) 227-2423. Please note: you must have a DUNS number to start the registration. A CCR Frequently Asked Questions page is posted at <http://www.ccr.gov/faq.aspx#who> and a more detailed handbook is available at www.ccr.gov/handbook.asp). OJA will confirm your CCR registration prior to processing any grant award.
- ☐ **DUNS/CCR Template:** Follow this link to the [form](#) for reporting both the DUNS number and CCR registration date. <http://oja.wi.gov/docview.asp?docid=16661&locid=97>. Download and complete the form, save it to your computer and attach it to your Egrants application in this section.

Application Review and Award Criteria

All applications must be submitted on or before the May 12, 2010 deadline and will be screened for completeness and compliance with the instructions provided in this announcement.

Applications meeting these minimum requirements will then be reviewed and scored by an advisory group of criminal justice professionals on a 100-point scale, based on the following point values for the selection criteria:

- Design and Implementation Strategy (35 points)
- Goals and Objectives (25 points)
- Evaluation (25 points)
- Budget (15 points)

In addition to advisory group ratings, additional consideration may be given to projects that address underserved populations or geographic areas, strategic OJA priorities, recipient performance on previous OJA grants, potential to replicate the program, and available funding. The OJA Executive Director will make all final grant award decisions.

Reporting Requirements

1. **Progress Reports.** If you are awarded funds under this announcement, you will be required to provide OJA with quarterly progress and financial reports. The schedule for your reports will be included in your grant award materials.

In addition, new performance measures specific to the JAG Program have been developed by the federal Bureau of Justice Assistance (BJA). They are customized dependent on activity type with each purpose area. Grantees are not required to report on all programmatic measures; only those applicable to your grant. Applicants selected for grant awards will be required to report on these new measures on a quarterly basis in a new web-based Performance Measurement Tool (PMT) developed by BJA. The new JAG Performance Measures can be found at http://www.ojp.usdoj.gov/BJA/grant/JAG_Measures.pdf.

2. **Recovery Act Reporting.** The Recovery Act emphasizes accountability and transparency in the use of taxpayer dollars. In addition to any OJA progress reporting requirements, the Recovery Act requires that certain performance measurements be submitted throughout the grant period. If awarded a grant, recipients will be required to report jobs saved and jobs created data on a quarterly basis into the OJA Egrants system.

(Please note: Recovery Act reporting is on a quarterly basis with a due date within five days of the end of the quarter.)

Calculating the Number of Jobs Saved (Retained) and Jobs Created

The federal government requires that Recovery Act funding recipients use the same formula for calculating the number of jobs created or saved. This calculation converts part-time or temporary jobs into “full-time equivalent” (FTE) jobs. In order to perform the calculation, recipients will add together the total number of hours worked by Recovery Act-funded employees, and divide this total by the number of hours worked by a standard FTE employee. This data will be reported each quarter. The formula can be represented as:

$$\frac{\text{Number of hours worked by Recovery Act-funded employees (per quarter)}}{\text{Number of hours worked by a standard full-time employee (per quarter)}} = \text{\#FTE}$$

The table below shows the FTE calculation through the lifecycle of an 18-month project that uses full-time, part-time and temporary workers. In this example, the standard full-time schedule for one FTE employee during the quarter is 520 hours.

Period	3rd qtr	4th qtr	1st qtr	2nd qtr	3rd qtr	4th qtr
Full-Time Schedule	520	1040	1560	2080	2600	3120
Full Time Employee 1	520	1040	1560	2080	2600	3120
Full Time Employee 2	520	1040	1560	2080	2600	3120
Part Time Employee (half time)	260	520	780	1040	1300	1560
Temporary Employee (650 hrs.)	0	0	130	390	650	650
Total Hours Worked	1300	2600	4030	5590	7150	8450
Quarterly FTE	2.50	2.50	2.58	2.69	2.75	2.71

Go to <http://www.ojp.gov/BJA/recovery/DOJJobsReportingGuidance.pdf> for additional information and guidance on job calculations.

3. **Evaluation Data.** For the purpose of program evaluation, JAG Recovery Act grantees must agree to comply with all reporting, data collection and evaluation requirements, as determined by the Office of Justice Assistance. Further guidance on this requirement will be available in the future.

Award Conditions

If you are awarded a grant under a Recovery Act Solicitation, you must agree to comply with additional applicable requirements prior to receiving grant funding. These conditions will be included in your grant award documents. For more information, please consult the [Additional Recovery Act Grant Requirements](#) document found on the OJA website.

Additional Resources

Additional information about the Office of Justice Assistance and resources to assist with Egrants is available as follows:

- U.S. Department of Justice Bureau of Justice Assistance: <http://www.ojp.usdoj.gov/BJA/>
- American Recovery and Reinvestment Act of 2009: <http://www.recovery.gov/>
- Office of Justice Assistance website: <http://www.oja.wi.gov>
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the OJA website. It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.

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